



Checklist  
**For Minor Plan Review (\$135 Review Fee)  
Of Existing Septic System**

The checklist helps ensure all necessary documents are available to complete the review. The purpose of a review is to determine if a new structure or alteration to an existing structure may utilize the existing septic system.

**INCORRECT OR INCOMPLETE REVIEW PACKETS WILL NOT BE ACCEPTED FOR SUBMITTAL**

- \_\_\_\_\_ Completed General Application for review
- \_\_\_\_\_ **Sewer Availability required for every application.** See attached sewer determination sheet.
- \_\_\_\_\_ Copy of existing permit or permit number **(If permit is not on file with Maricopa County Environmental Services, contact: State Records Center at 602-542-3741.)**
- \_\_\_\_\_ Two (2) site plans at a scale of 1"=30', 1"=20', or 1"=10'  
Site plans shall include:
  - \_\_\_\_\_ Property dimensions
  - \_\_\_\_\_ All setback requirements
  - \_\_\_\_\_ Location of any wells or waterlines
  - \_\_\_\_\_ Any easements
  - \_\_\_\_\_ Location of driveway(s)
  - \_\_\_\_\_ Location and capacity of existing septic tank and disposal field, including reserve disposal area
- \_\_\_\_\_ One (1) floor plan of existing structure
- \_\_\_\_\_ One (1) floor plan indicating the addition
- \_\_\_\_\_ One (1) official recorded deed, including legal description
- \_\_\_\_\_ Tank pumping receipt, with capacity, tank dimensions, liquid depth, and condition of tank  
Note: Septic tanks in use prior to 1974 will require replacement.
- \_\_\_\_\_ Fees: \$135. Cash or check only

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## SEWER DETERMINATION

THE OWNER OR PERSON REQUESTING TO INSTALL AN ONSITE SYSTEM MUST DETERMINE THE LOCATION OF THE NEAREST SEWER TAP TO THE PROPERTY. ARIZONA ADMINISTRATIVE CODE R18-9-A309 SETS REQUIREMENTS FOR HOOK-UP TO SANITARY SEWER.

"SEWER CONNECTION IS REQUIRED IF THE CONNECTION IS PRACTICAL. A CONNECTION IS PRACTICAL IF THE DISTANCE TO CONNECT TO THE SEWER IS 400 FEET OR LESS AND THE TOTAL COST OF THE CONNECTION IS LESS THAN \$6000, IF CAPACITY IS AVAILABLE, AND THE PERFORMANCE OF THE SEWAGE COLLECTION SYSTEM AND RECEIVING SEWAGE TREATMENT FACILITY ARE NOT IMPAIRED." THE \$6000 IS FOR HARD CONSTRUCTION COSTS ONLY FROM THE NEAREST POINT ON THE PROPERTY LINE TO THE NEAREST POINT OF CONNECTION. CONNECTION FEES ARE A SEPARATE COST

MARICOPA COUNTY PROVIDES THE PHONE NUMBERS BELOW TO BEGIN YOUR SEARCH. SOME MUNICIPALITIES MAY HAVE MORE STRINGENT REQUIREMENTS AND WILL REQUIRE CONNECTION TO CITY SEWER. A STATEMENT INDICATING THE AVAILABILITY OF THE SEWER IS NEEDED PRIOR TO ANY SUBMITTAL TO THE ENVIRONMENTAL SERVICES DEPARTMENT.

AVONDALE	623-478-3330	<a href="http://www.ci.avondale.az.us">www.ci.avondale.az.us</a>
BUCKEYE	623-386-2487	<a href="http://www.buckeyeaz.gov">www.buckeyeaz.gov</a>
CAVE CREEK	480-488-1400	<a href="http://www.cavecreek.org">www.cavecreek.org</a>
CAREFREE	480-488-3638	<a href="http://www.carefree.org">www.carefree.org</a>
EL MIRAGE	623-933-8318	<a href="http://www.cityofelmirage.org">www.cityofelmirage.org</a>
GILBERT	480-503-6000	<a href="http://www.ci.gilbert.az.us">www.ci.gilbert.az.us</a>
GLENDALE	623-930-2000	<a href="http://www.ci.glendale.az.us">www.ci.glendale.az.us</a>
GOODYEAR	623-932-1637	<a href="http://www.ci.goodyear.az.us">www.ci.goodyear.az.us</a>
MESA	480-644-4273	<a href="http://www.cityofmesa.org">www.cityofmesa.org</a>
PARADISE VALLEY	480-348-3528	<a href="http://www.ci.paradise-valley.az.us">www.ci.paradise-valley.az.us</a>
PEORIA	623-773-7210	<a href="http://www.peoriaaz.com">www.peoriaaz.com</a>
PHOENIX	602-262-6551	<a href="http://www.ci.phoenix.az.us">www.ci.phoenix.az.us</a>
QUEEN CREEK	480-987-0496	<a href="http://www.queencreek.org">www.queencreek.org</a>
SCOTTSDALE	480-312-2356	<a href="http://www.ci.scottsdale.az.us">www.ci.scottsdale.az.us</a>
SURPRISE	623-583-0947	<a href="http://www.surpriseaz.com">www.surpriseaz.com</a>
TEMPE	480-350-8341	<a href="http://www.tempe.gov">www.tempe.gov</a>
TOLLESON	623-936-7141	<a href="http://www.tollesonaz.org">www.tollesonaz.org</a>

MARICOPA COUNTY ENVIRONMENTAL SERVICES MAKES EVERY ATTEMPT TO PROVIDE ACCURATE INFORMATION. PHONE NUMBERS MAY CHANGE WITHOUT OUR KNOWLEDGE.

Maricopa County Environmental Services Department  
Water & Waste Management Division  
(Delegated Authority for ADEQ)  
1001 N Central Ave, Suite 150  
Phoenix, AZ 85004  
Phone: (602) 506-6666  
Fax: (602) 506 6925



## GENERAL APPLICATION FOR AN ONSITE WASTEWATER TREATMENT FACILITY

The undersigned hereby requests that MCESD/Water and Waste Management Division conduct the appropriate review or inspection for the procedure selected below for the site named and supplies the undersigned with the associated results.

(Check one): ☐ **Site Investigation--\$325 per visit**  
☐ **Site and Test Hole Inspection--\$325 per visit**  
☐ **Misc. Review/Reconnect Plan Review, existing permit # \_\_\_\_\_--\$135**  
☐ **Septic System Abandonment/Closure--\$175 inspection fee**

### Site Information

Property Address: \_\_\_\_\_ Maricopa County, AZ \_\_\_\_\_  
If no address has been assigned, leave blank Street Name and Number City (if applicable)  
Cross Streets \_\_\_\_\_ Parcel Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_ Lot#(s) \_\_\_\_\_

Legal Description: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Acreage \_\_\_\_\_

Sewer (circle one) **IS / IS NOT** available within 400'  
from the property.

#### Identified as (check one):

☐ Single Family Residence

☐ Commercial

Type of Establishment: \_\_\_\_\_

Maximum number of users: \_\_\_\_\_  
(Customers, employees, members, etc.)

If this submittal is for a Review/Reconnect, indicate reason for request: \_\_\_\_\_  
\_\_\_\_\_

#### Water Service will be provided by (check all that apply):

☐ Water Company—Name \_\_\_\_\_

☐ Existing Well ID Number: \_\_\_\_\_

Shared? Yes ☐ No ☐

☐ Proposed/Future Well Shared? Yes ☐ No ☐

☐ Holding Tank

MC P/D Tracking # B \_\_\_\_\_

Site Code: \_\_\_\_\_

### Owner and Agent Information

Property Owner Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Owner's Fax: \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_ Attention: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Applicant Signature

I, the undersigned, do hereby agree to assume complete responsibility for full compliance with all applicable statutes, rules and regulations for the work requested. Safety is the property owner (or agents) responsibility, but they must also provide access for the inspection. Request for the inspection may be called in on the Inspection Request Line at 602-506-6666, option 1 then option 5, then option 3. All notification of completed procedures will be done through facsimile or mail. Per Maricopa County Health Code, this application will expire: a) one year from date of application, or b) one year from Phase I site plan approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Amount: \$ \_\_\_\_\_ Date Issued \_\_\_\_\_ Issue Status \_\_\_\_\_ By: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(Permit / File #)